



## **Civil Defence, Maharashtra** **( Mumbai )**

### **Advisory for Schools in View of a War-like Situation**

**Issued by:** Civil Defence, Maharashtra, Mumbai

To ensure the safety of students, staff, and school premises, the following advisory must be followed during a war-like or high-alert situation.

#### **1. Stay Informed – Follow Official Channels:-**

- The Principal or designated Safety Officer will coordinate with local authorities for real-time updates.
- Share verified information with staff and parents through official school communication tools (SMS, email, WhatsApp groups).

#### **2. Suspension of Classes (If Announced):-**

- Follow government directives on school closures or transitions to online learning.
- Ensure continuity of education through pre-prepared online modules or worksheets.

#### **3. On-Campus Safety Measures:-**

- Identify and mark safe shelter zones: windowless rooms, basements, or interior corridors.
- Keep all gates secured; allow entry only to verified personnel.
- Conduct roll calls and maintain updated student attendance records.

#### **4. Emergency Preparedness:-**

- Maintain a school emergency kit: torches, first aid, water, emergency contact list, megaphone/whistle, etc.
- Ensure intercom or public address systems are functional for real-time instructions.

#### **5. During Air Raid Alerts / Drills:-**

- Immediately move all students and staff to designated safe areas.
- Instruct everyone to sit low, cover heads, stay away from windows.
- Switch off lights and electrical appliances if instructed.
- Maintain calm— Depute staff to manage student groups with assigned duties.

## **6. Student Safety & Parent Communication:-**

- Do not allow unscheduled pickups unless officially cleared.
- Inform parents via school app or SMS about:
- Drill timings or alerts
- Dismissal delays
- Emergency instructions
- Keep a printed list of all student emergency contacts at each gate or exit point.

## **7. Evacuation Plan (if required):-**

- Prepare transport coordination with local authorities for relocation, if advised.
- Assign teachers to escort each class or group.
- Ensure students with disabilities or special needs have dedicated support.

## **8. Psychological Support:-**

- Create a calm, reassuring environment.
- Offer basic counselling for anxious students post-drills or alerts.
- Encourage teachers to explain the situation age-appropriately to reduce fear.

## **9. Emergency Contacts (Display in Staff Rooms, Reception & Classrooms):-**

- Disaster Management Helpline: 1916 / 1070
- Mumbai Police: 100 / 112
- Mumbai Fire Brigade: 101, 23085992
- Ambulance: 108
- Women Helpline: 103
- Child Helpline: 1098
- Forest: 1926
- Gas Leakage (LPG): 1906
- BEST Power (City): 8828830288, 9930901193
- Adani Energy (Western Suburbs & Some Parts of Eastern Suburbs: 5054911, 50547225
- MSEB (Eastern Suburbs): 9930269398
- Tata Power (Chembur): 67175369
- Railway Protection Force: 182

## **10. Message to Parents & Staff:**

Your child's safety is our top priority. The school is actively following all protocols and remains in close coordination with local authorities. Please remain calm, cooperative, and connected through verified communication channels.

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